



Professional Development Center

Winter/Spring Schedule 2017

Jan Feb Mar Apr

	Course Name	Dates & Times	Investment
Register	Meeting Minutes (Webinar)	January 5 8:30 a.m. - Noon	\$95
Register	Managing Conflict	January 5 8:30 am - 4:30 pm	\$123 + \$19 TKI Fee
Register	Employee Accountability	January 10 8:30 am - 4:30 pm	\$123
Register	Effective Management Series	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	January 11	
	MBTI & Communication	January 25	
	Strategic Planning	February 1	
	Managing Conflict	February 8	
	Interviewing	February 15	
	Performance Management	March 1	
	Documenting Disciplinary Action	March 8	
	Synthesis	March 15	
Register	Supervision for the 21st Century	January 11 8:30 am - 4:30 pm	\$123
Register	Effective E-mail Writing	January 18 8:30 am - Noon	\$95
Register	The Respectful Workplace	January 18 8:30 am - 4:30 pm	\$123
Register	Meeting Minutes	January 19 8:30 am - Noon	\$95
Register	Effective Communication Skills	January 24 8:30 am - 4:30 pm	\$123
Register	MBTI and Communication	January 25 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
Register	Excel 2016 - Beginning	January 26 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
Register	Performance-Driven Leadership	January 31 8:30 am - 4:30 pm	\$123
Register	Roberts Rules of Order - Webinar	January 31 10:00 am - 11:30 am	\$70
Register	Exploring Emotional Intelligence	January 31 8:30 am - 4:30 pm	\$123 + \$34 EQ Self-Assessment
Register	Strategic Planning	February 1 8:30 am - 4:30 pm	\$123
Register	Decision Making	February 7 8:30 am - 4:30 pm	\$123
Register	Managing Conflict	February 8 8:30 am - 4:30 pm	\$123 + \$19 TKI Fee
Register	Writing Clearly and Concisely	February 9 8:30 am - Noon	\$95

<u>Register</u>	Mindfulness in the Workplace	February 9 8:30 am - 4:30 pm	\$123
<u>Register</u>	Excel 2016 - Intermediate	February 9 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	Interviewing	February 15 8:30 am - 4:30 pm	\$123
<u>Register</u>	Punctuation for Clarity	February 16 8:30 am - Noon	\$95
<u>Register</u>	Outward Mindset - 2 Day Course	February 15 & 16 8:30 am - 4:30 pm	\$195
<u>Register</u>	Advanced PowerPoint 2016	February 28 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	Performance Management	March 1 8:30 am - 4:30 pm	\$123
<u>Register</u>	The Leadership Challenge®	March 2, 16, & 23 8:30 am - 4:30 pm	\$400 + 10% assessment fee
<u>Register</u>	Interviewing	March 7 8:30 a.m. - 4:30 p.m.	\$123
<u>Register</u>	Documenting Disciplinary Action	March 8 8:30 am - 4:30 pm	\$123
<u>Register for Missoula</u>	Effective Management Series - Missoula		8:30 am - 4:30 pm
			\$695 + \$69 assessment fee
	Supervision for the 21st Century	March 7	
	Strategic Planning	March 8	
	MBTI & Communication	March 14	
	Interviewing and Coaching	March 15	
	Managing Conflict	March 21	
	Performance Management	March 22	
	Documenting Disciplinary Action	March 28	
	Synthesis	March 29	
<u>Register</u>	Supervision for the 21st Century - Missoula	March 7 8:30 am - 4:30 pm	\$123
<u>Register</u>	Strategic Planning - Missoula	March 8 8:30 am - 4:30 pm	\$123
<u>Register</u>	Project Management	March 9 8:30 am - 4:30 pm	\$123
<u>Register</u>	MBTI & Communication - Missoula	March 14 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
<u>Register</u>	Grammatically Correct	March 14 8:30 am - Noon	\$95
<u>Register</u>	Interviewing - Missoula	March 15 8:30 am - 4:30 pm	\$123
<u>Register</u>	Excel 2016 - Advanced	March 16 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	Managing Conflict - Missoula	March 21 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
<u>Register</u>	Generations in the Workplace	March 21 8:30 am - Noon	\$95
<u>Register</u>	MBTI - Enhancing Relationships	March 21 8:30 am - 4:30 pm March 22 8:30 am - Noon	\$195 + \$72 MBTI Fee
<u>Register</u>	Performance Management - Missoula	March 22 8:30 am - 4:30 pm	\$123
<u>Register</u>	Documenting Disciplinary Action - Missoula	March 28 8:30 am - 4:30 pm	\$123

<u>Register</u>	Developing Coaching Skills	March 28 8:30 am - 4:30 pm	\$123
<u>Register</u>	Employee Accountability	March 29 8:30 pm to 4:30 pm	\$123
<u>Register</u>	Exploring Emotional Intelligence	March 30 8:30 am - 4:30 pm	\$123 + \$34 EQ Self-Assessment
<u>Register</u>	Meeting Minutes	March 30 8:30 am - Noon	\$95
<u>Register</u>	Remote Management	April 4 8:30 am - Noon	\$95
<u>Register</u>	Writing Clearly and Concisely	April 4 8:30 am - Noon	\$95
<u>Register</u>	Excel 2016 - Intermediate	April 4 9:00 am - 3:00 pm	\$110 + \$10 Lab Fee
<u>Register</u>	The Respectful Workplace	April 5 8:30 am - 4:30 pm	\$123
<u>Register</u>	Effective Management Series	8:30 am - 4:30 pm	\$695 + \$69 Assessment fee
	Supervision for the 21st Century	April 6	
	MBTI & Communication	April 13	
	Strategic Planning	April 20	
	Managing Conflict	April 27	
	Interviewing	May 4	
	Performance Management	May 11	
	Documenting Disciplinary Action	May 18	
	Synthesis	May 25	
<u>Register</u>	Supervision for the 21st Century	April 6 8:30 am - 4:30 pm	\$123
<u>Register</u>	Basic Purchasing Methods	April 6 8:30 am to 4:30 pm	\$123
<u>Register for Billings</u>	Everyday Leadership Series - Billings	8:30 am - 4:30 pm	\$595 + \$34 Assessment fee
	Leadership in Action	April 11	
	Teambuilding	April 12	
	Mindfulness in the Workplace	April 18	
	Developing Coaching Skills	April 19	
	Creating a Motivating Environment	April 25	
	Vision and Change	April 26	
<u>Register</u>	Leadership in Action -Billings	April 11 8:30 am - 4:30 pm	\$123
<u>Register</u>	Outward Mindset - 2 Day Course - Kallispell	April 11 & 12 8:30 am - 4:30 pm	\$195
<u>Register</u>	Teambuilding - Billings	April 12 8:30 am - 4:30 pm	\$123 + \$19 Parker Survey
<u>Register</u>	MBTI & Communication	April 13 8:30 am - 4:30 pm	\$123 + \$50 MBTI Fee
<u>Register</u>	Advanced Purchasing Methods	April 13 8:30 am to 4:30 pm	\$123
<u>Register</u>	Mindfulness in the Workplace - Billings	April 18 8:30 am - 4:30 pm	\$123
<u>Register</u>	Managing Multiple Priorities	April 18 9:00 am - 3:00 pm	\$110

<u>Register</u>	Serving Customers	April 19 8:30 am -Noon	\$95
<u>Register</u>	Challenges in Customer Service	April 19 1:00 pm to 4:30 pm	\$95
<u>Register</u>	Developing Coaching Skills -Billings	April 19 8:30 am - 4:30 pm	\$123
<u>Register</u>	Strategic Planning	April 20 8:30 am - 4:30 pm	\$123
<u>Register</u>	Creating a Motivating Environment - Billings	April 25 8:30 am to 4:30 pm	\$123 + \$15 Clifton Strengths Finder
<u>Register</u>	Vision and Change - Billings	April 26 8:30 am to 4:30 pm	\$123
<u>Register</u>	Mindfulness in the Workplace	April 26 8:30 am - 4:30 pm	\$123
<u>Register</u>	Managing Conflict	April 27 8:30 am - 4:30 pm	\$123 + \$19 TKI Instrument Fee
<u>Register</u>	Responsible Customer Service	April 27 8:30 am - noon	\$95
<u>Register</u>	Contract Management	April 27 8:30 am - 4:30 pm	\$123
<u>Register</u>	Leading Innovation	May 2 8:30 am - 4:30 pm	\$123
<u>Register</u>	State Budget Process	May 3 9:00 am - 3:00 pm	\$110
<u>Register</u>	Interviewing	May 4 8:30 am - 4:30 pm	\$123
<u>Register</u>	Communication Skills for Customer Service	May 4 8:30 am - 4:30 pm	\$123
<u>Register</u>	Performance Management	May 11 8:30 am to 4:30 pm	\$123
<u>Register</u>	Documenting Disciplinary Action	May 18 8:30 am - 4:30 pm	\$123